



Vacant Property Registration

Property Address: _____

Parcel Number: _____

Owners Information:

Name: _____

Address: _____

Person to Contact: _____

Phone Number: _____

Fax Number: _____

Email: _____

Expected period of vacancy: _____

Maintenance Company Information:

Name: _____

Address: _____

Person to Contact: _____

Phone Number: _____

Fax Number: _____

Email: _____

Maintenance plan: _____

Village of Campton Hills
40W270 LaFox Rd Suite B
Campton Hills, IL 60175
T-630-584-5700
www.camptonhills.illinois.gov



Plan and timeline for lawful occupation, rehabilitation, removal, or demolition:

The owner agrees that measures will be taken to ensure that the structure will be kept weather tight and secure from trespassers and it will be safe for entry by police officers, firefighters, and code or building inspectors in times of exigent circumstances or emergency as well as at times of other inspections. Measures will be taken to assure that the premises remain free from nuisance conditions and in good order in conformance with the vacant structure maintenance standards.

A list of all persons authorized to be present in the structure and provide notices of trespass to the police authorizing the arrest for trespass of individuals not on the list. The owner shall update the authorized person list as needed.

Authorized person list:

Signature of owner: _____

Date: _____

Official Use Only:

Date: ____/____/____ Building Official: _____ Fee Paid \$ _____ Vacancy Permit #: _____

Permit affixed to structure by: _____ Date: _____



CHAPTER 3
VACANT STRUCTURES

SECTION:

- 9-3-1: Definitions
- 9-3-2: Administration And Enforcement Official
- 9-3-3: Responsible Parties
- 9-3-4: Obligations Of Owners
- 9-3-5: Registration Certificate
- 9-3-6: Insurance Requirements
- 9-3-7: Maintenance Standards
- 9-3-8: Lien Provisions
- 9-3-9: Request For Waiver
- 9-3-10: Penalties
- 9-3-1: DEFINITIONS:

For the purpose of this chapter, the following words and phrases shall have the meanings set forth in this section:

OWNER: Every person, entity or service company who, alone or jointly or separately with others:

- A. Has the legal or equitable title to any dwelling, dwelling unit, building, land or structure; or
- B. Has care, charge, or control of any dwelling, dwelling unit, building, land or structure in any capacity including, but not limited to, executor, administrator, trustee or guardian of the estate of the holder of legal title; or
- C. Is a mortgagee under the terms of a mortgage, where the mortgagor is no longer taking responsibility for the property, and where the mortgage in question contains a provision authorizing the mortgagee to act to secure or repair the property; or
- D. Is a mortgagee in possession of any such property; or
- E. Is a mortgagee that has instituted foreclosure proceedings against the mortgagor; or
- F. Is a trustee or other person appointed by a court invested with possession or control of any such property.

RESPONSIBLE PARTY: Includes an owner, tenant, occupier, property manager, lessee or agent.

STATEMENT OF INTENT: A form completed by the "owner", as defined in this section, of a vacant structure, or the responsible party, which contains specific information regarding the structure and the owner's plans for rehabilitation, maintenance, demolition and/or removal.

STRUCTURE: Any physical object or edifice that is built or installed and is located on and affixed to the land. The term "structure" shall include any part of a structure.

SUBSTANTIAL REHABILITATION: Any rehabilitation, the cost of which exceeds fifty percent (50%) of the market value of the existing structure.

VACANT: A. A structure that is:

- 1. Lacking the habitual presence of human beings, who have a legal right to be on the premises for ninety (90) consecutive days; or
 - 2. One at which substantially all lawful business or construction activity or residential occupancy has ceased; or
 - 3. One which is substantially devoid of contents.
- B. For the purposes of this chapter, the building and zoning officer of the village may, in specific instances, except from the definition of vacant properties those that are actively listed for sale and those properties which are under active, ongoing rehabilitation or reconstruction and have a building permit from the village.

VACANT STRUCTURE MAINTENANCE STANDARDS: The maintenance standards to which the vacant structures are subject under this chapter and as set forth in the village of Campton Hills building and zoning code and ordinances (including those codes of the county of Kane which have been adopted by the village by reference), as amended from time to time.

VACANT STRUCTURE REGISTRATION CERTIFICATE: A document issued by the village for structures meeting the definition of "vacant" in this section. (2013 Code § 11-2-1; amd. 2016 Code)

9-3-2: ADMINISTRATION AND ENFORCEMENT OFFICIAL:

The village building and zoning officer is authorized to administer and enforce the provisions of this chapter including, but not limited to, maintaining lists setting forth the status of vacant structures. The village building and zoning officer may delegate these powers and duties to an appropriate designee or inspector. (2013 Code § 11-2-2)

9-3-3: RESPONSIBLE PARTIES:

Every responsible party with respect to any vacant property shall be jointly and severally liable with every other responsible party for the obligations set forth in this chapter. Reference to an owner in this chapter shall include all responsible parties. (2013 Code § 11-2-3)

9-3-4: OBLIGATIONS OF OWNERS:

- A. Within fourteen (14) days after a structure becomes "vacant", as defined in section 9-3-1 of this chapter, the owner of the structure shall apply for a vacant structure registration certificate and pay a fee of fifty dollars (\$50.00). It shall be the responsibility of the registered owner to file an amended registration and pay a new registration fee of fifty dollars (\$50.00) within fourteen (14) days after any changes of the information contained in the initial application, including occupancy or transfer. During the period of registration, the owner shall provide access to the village to conduct inspections of the structure, both interior and exterior, if deemed necessary by the village, and, following reasonable notice, to determine compliance with this chapter and any other relevant codes and ordinances of the village.
- B. The owner of a vacant structure shall comply with all regulations of the village. To this end, the owner shall apply for all building and zoning permits necessary to bring the structure into compliance within fourteen (14) days of obtaining a vacant structure registration certificate.
- C. The owner of a vacant structure shall, within fourteen (14) days after receipt of the vacant structure registration certificate, complete the removal of all:
 - 1. Combustible materials from the structure in compliance with the applicable fire prevention regulations;
 - 2. Waste, rubbish or debris from the interior of the structure; and



3. Waste, rubbish, debris or excess vegetation including grass in excess of ten inches (10") from the yards surrounding the vacant structure in accordance with this code.

D. The owner of a vacant structure shall immediately lock, barricade or secure all doors, windows and other openings in the structure to prevent entry by unauthorized persons, in accordance with the vacant structure maintenance standards of this chapter. The owner shall, as needed, provide additional security in the event of increased danger to human life or the public welfare, as determined by the village. (2013 Code § 11-2-4)

E. The obligations of the owner of a vacant structure are continuing obligations which are effective throughout the time of the vacancy. (2013 Code § 11-2-4; amd. 2016 Code)

9-3-5: REGISTRATION CERTIFICATE:

A. Application For Certificate: Application by the owner of a vacant structure for a vacant structure certificate shall be made on a form provided by the building and zoning officer. The application shall include a "statement of intent" which will set forth information as to:

1. The expected period of vacancy (including the date of initial vacancy);
2. The plan for regular maintenance during the vacancy to comply with the vacant structure maintenance standards of this chapter and all of the applicable property maintenance, building and zoning codes of the village;
3. A plan and time line for the lawful occupancy, rehabilitation, removal or demolition of the structure;
4. Measures to be taken to ensure that the structure will be kept weathertight and secure from trespassers and that it will be safe for entry by police officers, firefighters and code or building inspectors in time of exigent circumstances or emergency as well as at times of other inspections;
5. Measures to be taken to assure that the premises remains free from nuisance conditions and in good order in conformance with the vacant structure maintenance standards; and
6. A list of all persons authorized to be present in the structure and provide notices of trespass to the police authorizing the arrest for trespass of individuals not on the list. The owner shall update the authorized person list as needed. (2013 Code § 11-2-5)

B. Placement On Structure: The owner or owner's agent shall affix to the vacant structure a copy of the vacant structure registration certificate in a front window so that it is able to be read by law enforcement or village personnel as needed. (2013 Code § 11-2-8)

9-3-6: INSURANCE REQUIREMENTS:

It shall be the responsibility of the owner or owner's agent to maintain liability insurance on all vacant and registered properties under his control. Proof of evidence of such insurance shall be filed with the village. Minimum insurance amounts shall be determined by the building and zoning officer on an individual basis. (2013 Code § 11-2-7)

9-3-7: MAINTENANCE STANDARDS:

A vacant structure shall be subject to the maintenance standards as set forth in the applicable provisions of the building and zoning codes of the village. (2013 Code § 11-2-6)

9-3-8: LIEN PROVISIONS:

All fees, costs or charges assessed or incurred by the village pursuant to this chapter shall be a lien upon the real estate upon which the vacant structure is situated. The lien shall be superior to all other liens and encumbrances except real estate taxes. The village building and zoning officer shall file a notice of lien, within one year after such cost and expense is incurred, in the office of the Kane County recorder. The lien may be enforced by proceeding to foreclose, as in case of mortgages or mechanic's liens. (2013 Code §§ 11-2-3, 11-2-9)

9-3-9: REQUEST FOR WAIVER:

A. Any owner of a vacant residential property of one to three (3) units, who is a natural person with insufficient income or resources to fulfill all of the obligations imposed herein, may petition the village building and zoning officer for a waiver of the registration fee, a reduction of the minimum amount of liability insurance, and/or a waiver of some or all of the property rehabilitation requirements (hereinafter "financial requirements") under this chapter for a period of time not to exceed twelve (12) months. Application for a waiver of financial requirements shall be in writing on forms provided by the village. The decision of the village building and zoning officer, to be made within fourteen (14) days after receiving the petition, shall be made in writing and forthwith shall be mailed or delivered to the petitioner. An appeal of the decision may be made to the village administrator, in writing, within fourteen (14) days of the mailing or delivery of the decision. Individuals who are granted a waiver under this section remain obligated to keep the registered property secure and safe, and the exterior property areas free from debris, with grass regularly mowed. (2013 Code § 11-2-10; amd. 2016 Code)

B. A request for a waiver from the other provisions of this chapter for good cause, as set forth in the waiver request, shall be made by the owner to the president and board of trustees, in writing, and submitted to the village clerk. The waiver request shall be heard at a meeting of the corporate authorities within thirty (30) days of receipt by the village clerk, and the decision of the village board shall be in writing and mailed or delivered to the petitioner. (2013 Code § 11-2-10)

9-3-10: PENALTIES:

Any person found to be in violation of any provision of this chapter shall be subject to a fine not to exceed that set out in section 1-4-1 of this code per violation per day. Each day that said violation continues shall be considered a new and separate violation. Prosecution under this section is a remedy cumulative to any and all other remedies at law and equity including, but not limited to, the village remedies under 65 Illinois Compiled Statutes 5/11-13-15. (2013 Code § 11-2-9; amd. 2016 Code)